



City of Montebello

EMPLOYMENT OPPORTUNITY

1600 West Beverly Boulevard
Montebello, California 90640
Job Line (323) 887-1380

PARK RANGER

(PART TIME)

FILING DEADLINE:

APPLICATIONS WILL BE REVIEWED AS RECEIVED UNTIL THE NEEDS OF THE DEPARTMENT ARE MET— A completed City application may be returned to the Personnel/Risk Management Department, located at 1600 W. Beverly Boulevard, Montebello, CA 90640.

SALARY RANGE:

\$11.45 - \$16.25/hour

THE POSITION

Under supervision to oversee the monitoring of the parks and recreation grounds, facilities and special event programs; to advise facility users of rules and regulations; to report incidents of vandalism and other illegal actions; and to perform related work as required.

Supervises and monitors the parks and recreation grounds and facilities; provides information and instruction to the public on the use and restrictions applicable to each location or facility; advises facility users of City rules and regulations; checks to assure that groups utilizing City facilities have complied with reservations, permits and other requirements; makes pickups and deliveries; reports incidents of vandalism and safety related matters; opens and closes buildings for permit users as required; contacts law enforcement, fire, and other emergency services personnel when life or property are in danger; completes basic reports and schedules as required; assists in minor custodial and maintenance duties as required. Work schedule includes days, evenings, weekends, and holidays.

SPECIAL REQUIREMENTS: Possession of an appropriate California driver's license. Possession of a valid American Red Cross First Aid and CPR Certificate.

EMPLOYMENT STANDARDS

EXPERIENCE OR KNOWLEDGE OF: Rules, regulations, and policies of the City as related to parks and recreation programs and facilities; basic public relations methods and techniques; operations and care of a variety of passenger vehicles and small trucks, and safe work practices.

ABILITY TO: Interpret and apply rules and regulations relating to use of City parks and facilities; think and act quickly in an emergency; prepare a variety of basic documents and reports; read and write at the level required to meet job requirements; maintain courteous and tactful but firm relationships with the public; and establish and maintain cooperative working relationships.

EDUCATION: Graduation from high school or G.E.D. is desirable.

WORK BACKGROUND: One year of responsible work experience in a position requiring extensive public contact.

THE EXAMINATION

Following the review of each application, the most qualified candidates will be invited to appear for an examination(s). Selected candidate(s) must successfully complete a background investigation and physical examination, which includes drug testing. At the time of appointment, employee must have required proof of authorization to work in the United States.

M/F/D The City of Montebello is an equal opportunity employer and does not discriminate on the basis of disability . Individuals with disabilities that require accommodation in the application or testing process, may be required to provide the Employee Relations Department, **no later than the filing date**, with documentation regarding the need for accommodation.

EMPLOYMENT WITH THE CITY OF MONTEBELLO OFFERS:
SECURITY OPPORTUNITY FOR PROMOTION A GOOD PLACE TO WORK